



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: **PLANNING AND RESEARCH**

NEW REVISED RESCINDS

APPROVED: *GM*
GEORGIA MILTENBERGER
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

I. POLICY

The Cottage City Police Department performs a variety of planning and research functions, such as analysis of reported crimes and requests for service, departmental planning and budgeting, liaison with other criminal justice agencies, and developing operational procedures and policy guidelines. These functions and related activities are performed by public safety personnel and supervisors under the direction of the Chief of Police.

II. PROCEDURES - GENERAL

The Supervisors report directly to the Chief of Police. Their duties and responsibilities include but are not limited to the following:

- A. The development and implementation of evaluative techniques to assist the officers in achieving departmental objectives;
- B. The evaluation of established procedures;
- C. The review of resources in terms of personnel, finances, and equipment to determine if they are adequate to meet public safety objectives;
- D. The provision of recommendations for improving management efforts

- E. The conduct of a wide variety of studies to include clerical, administrative, technical, and operational aspects of the police department.

III. PROCEDURES- SPECIFIC

Planning and research functions are performed under the direct supervision of the Chief of Police and include, but are not limited to, the following types of activities:

- A. Crime analysis is a function of the Chief of Police.
- B. Operational planning is a function shared by the Chief and the Supervisors. In addition to day-to-day operational planning, standard operation procedures are developed and maintained, preventative patrol activities are designed, and policies and procedures known as general orders are researched and published. General orders are continuously reviewed for content, timeliness, legality, etc.
- C. Budgeting is the responsibility of the Chief, with input from staff and supervisors.
- D. Scheduling and the development of staffing alternatives is the responsibility of the Sergeant.
- E. Uniform crime reporting is the responsibility of the Chief of Police
- F. Traffic accident and enforcement analysis is performed by the Chief of Police.
- G. Forms development and modification is the responsibility of the supervisory staff. Forms that are modified, added, or deleted are reviewed by the Supervisors and approved by the Chief.
- H. Although specific responsibilities are assigned, this does not preclude and in fact encourages input from officers. As such, there is a wide variety of information available to officers including the Maryland State Code, IACP model policies, and the policies of several police departments. This information can be reviewed by contacting the Sergeant or the Chief. Further, the Chief is always available to discuss changes, additions, or deletions in policy with the officers.

IV. ANALYTICAL REPORTS

- A. Several monthly analytical reports are prepared for the town including: Police Activity, Traffic, and Code Enforcement. These reports are made available to the officers by placing them on the Patrol Memo clipboard. In addition to being reviewed by supervisors, officers are encouraged to review them as they develop patrol and enforcement patterns.
- B. Monthly report summaries are prepared by the police for activity in the contract areas and are available for review by posting them in the Patrol Memo Clipboard.